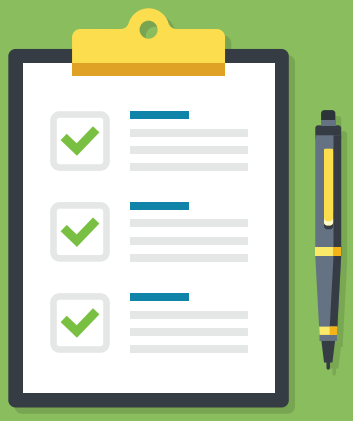


CHOICE+

Mealtime Practices Checklist

Relationships between team members and residents in long-term care can have a big impact on the mealtime experience. Use this checklist to reflect on current practices and learn how to enhance mealtimes in your home.

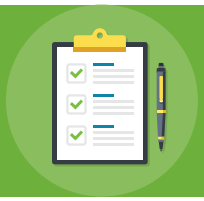
What is CHOICE+

CHOICE+ is an innovative program that aims to improve the mealtime experience for residents in long-term care. It focuses on developing relationship-centred practices and enhancing the dining environment.

The program is made up of six principles:

- **C** **Connecting**: having meaningful conversations and socializing
- **H** **Honouring Dignity**: respecting decisions, choices and preferences
- **O** **Offering Support**: supporting residents based on individual needs
- **I** **Identity**: knowing and accepting residents as unique individuals
- **C** **Creating Opportunities**: supporting active mealtime participation
- **E** **Enjoyment**: creating a warm and welcoming dining environment

To learn more about each of these principles, see the CHOICE+ learning modules: **https://choice.the-ria.ca**



CHOICE+
Mealtime Practices Checklist Instructions

INSTRUCTIONS

What is the CHOICE+ Mealtime Practices Checklist?

The CHOICE+ Mealtime Practices Checklist (MPC) was created as part of the CHOICE+ program to help team members in long-term care work towards achieving the CHOICE+ principles. It helps team members reflect on their current practices and work toward relationship-centred practices. MPC can be used to improve mealtime experiences for all residents, in particular those who need eating assistance and those who do not communicate with words.

Who should use MPC?

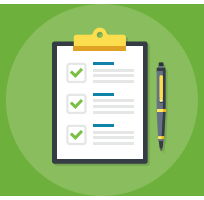
MPC was designed for team members in long-term care (e.g., dietary team members, recreation team members, personal support workers, registered practical nurses, leadership) – essentially, any team members who provide support during mealtimes.

How to complete MPC:

On MPC, each CHOICE+ principle is broken down into four to eight relationship-centred practices, identifying specific actions that can improve the mealtime experience. Team members can complete the entire MPC in one sitting, over a set period of time (e.g., one week), or focus in on one principle at a time (e.g., one principle/week or every few weeks). Team members read the statements and reflect on how often they used these practices at mealtimes over the past few days. MPC uses "I" statements to encourage team members to think about their own actions.

Team members then select a rating for each practice:

- **Most of the time:** At most meals I practice this relationship-centred goal.
- **Sometimes:** At some, but not all meals, I practice this relationship-centred goal.
- **Rarely:** I do not regularly, or at all, practice this relationship-centred goal.
- Write **'N/A'** to indicate that this goal is not applicable to you and/or your setting.



CHOICE+
Mealtime Practices Checklist Instructions

INSTRUCTIONS

Remember that MPC outlines the ideal practices or goals of CHOICE+. Don't worry if there are a number of ratings of 'Sometimes' and 'Rarely'.

Using MPC to make goals and track progress:

Once team members have completed MPC, it is important to discuss reflections on practice as a team. Consider setting a specific meeting time to discuss MPC responses or plan to talk about it at an existing meeting, like a huddle or shift change. Ask team members who are comfortable to share some of their successes (practices that they rated 'Most of the time') and some opportunity areas (practices that they rated as 'Sometimes' or 'Never'). As a team, pick a few practices and discuss how the team can start making them a regular part of meals. Together, make a plan and set goals, discuss who needs to be involved and how the team will know when the goal is reached (e.g., using MPC again in a few weeks' time to check in). Neighbourhood teams are encouraged to problem-solve together and find creative and relationship-centred solutions that meet the needs of residents. Keeping home management informed on plans and progress is also important as they can provide helpful support. And don't forget to celebrate successes – big or small!

How often should MPC be used?

MPC can be completed weekly or monthly, or when there is a need to refocus on improving the mealtime experience. Completing the checklist more frequently will help to keep mealtime goals in mind and make self-reflection a regular exercise. It will also help teams to identify aspects of mealtimes that are going well, and areas for improvement. It is recommended that this checklist be completed no less than once per month if the intention is to change, improve and monitor mealtime practices.

Please note: *MPC is meant to help team members in long-term care reflect on their current practices and start making goals and action plans to achieve more relationship-centred practices. It is not an objective measure, but is to be used as a guide and a place to start conversations about improving the mealtime experience for residents in long-term care.*

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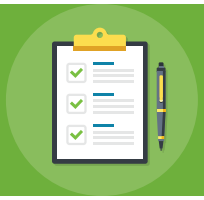
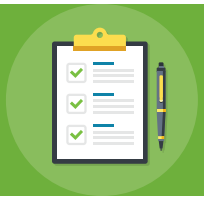


CHOICE+
Mealtime Practices Checklist

Think about the past few mealtimes where you were supporting residents in the dining room. Check off (✔) how often you used these relationship-centred practices: Most of the time, Sometimes, or Rarely. After you have completed this checklist, think about how you can improve mealtimes for residents by using these practices more often. Discuss your ideas with your teammates and come up with a plan together.

CONNECTING **During mealtimes on my neighbourhood…**	**Most of the time**	**Sometimes**	**Rarely**
I make sure that residents are happy where they sit and who they sit with.			
I sit with residents at the table to visit or socialize.			
I chat socially with all residents, including those who communicate without words.			
I make eye contact, smile, and use gentle touch with residents who communicate without words.			
I encourage residents to stay for as long as they want in the dining room (e.g., stay for a cup of tea or to chat).			

HONOURING DIGNITY **During mealtimes on my neighbourhood…**	**Most of the time**	**Sometimes**	**Rarely**
I use residents' names or preferred nickname when I address them.			
I ask residents if they want a clothing protector before I assist them with putting one on.			
I ask residents how I can assist them. For residents who do not communicate with words, I let them know what I am going to do before I assist them.			
I use a napkin or warm cloth to wipe residents' mouths when helping them to eat.			
I ask residents whether they are finished eating before clearing their place.			



CHOICE+
Mealtime Practices Checklist

OFFERING SUPPORT **During mealtimes on my neighbourhood…**	**Most of the time**	**Sometimes**	**Rarely**
I assist residents who need help as soon as food arrives to their table.			
I use safe practices when assisting residents (e.g., sitting down to assist with eating, resident is in a safe eating position, reasonable amount of food on a teaspoon, relaxed pace).			
I provide one on one eating assistance wherever possible, but at most, I assist two residents at a time.			
I let residents know what they are eating as I assist them.			
I provide continuous eating assistance until a resident is finished eating.			
I watch for nonverbal cues to determine if a resident does not like something or is finished, and I respect their wishes.			

IDENTITY **During mealtimes on my neighbourhood…**	**Most of the time**	**Sometimes**	**Rarely**
I ask residents their preference for: beverages, first course, main course, and dessert.			
If a resident doesn't want what is on the menu, I try to find something they do want.			
I know residents' mealtime traditions and respect them (e.g., support them in adding their favourite seasonings).			
I find solutions when a resident doesn't want to sit at their usual table to eat.			

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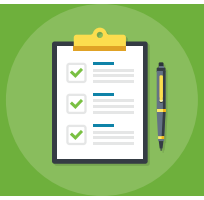

CHOICE+
Mealtime Practices Checklist

CREATING OPPORTUNITIES During mealtimes on my neighbourhood…	Most of the time	Sometimes	Rarely
I encourage residents to help out with mealtime activities (e.g., table setting).			
I don't rush residents to finish eating, regardless of how long it may take them.			
I support residents to eat on their own through verbal or physical prompts (e.g., assistive eating utensils, hand-over-hand support, visual prompts).			
I assist in planning theme nights or other fun activities to engage residents at mealtimes.			

ENJOYMENT During mealtimes on my neighbourhood…	Most of the time	Sometimes	Rarely
I make sure that mealtimes are focused on eating and not other activities (e.g., medications are delivered before the meal).			
I make sure the dining room looks pleasant and is clutter-free (e.g., dish cart not visible).			
I keep noises at a minimum (e.g., stacking or scraping dishes, grinding of medications).			
I make sure that residents receive their food in a timely manner.			
I don't call out to other team members from across the dining room.			
I make sure that I only play music that the residents will enjoy.			
I try to minimize distracting noises (e.g., TV is turned off if no resident has requested it be on).			
I make sure each resident is seated before serving his/her food and beverages.			

VISIT US ONLINE AT:
WWW.THE-RIA.CA

Adapted from the Mealtime Scan for Long Term Care, Keller & Chaudhury, 2014.
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